

---

---

# **Annual EEO Program Status Report**

## **Management Directive – 715**

**Office of Equal Opportunity and Diversity Management  
National Institutes of Health  
Department of Health and Human Services**

**October 1, 2004 to September 30, 2005**

---

---



Annual EEO Program Status Report  
Management Directive - 715  
Office of Equal Opportunity and Diversity Management  
National Institutes of Health  
Department of Health and Human Services  
October 1, 2004 to September 30, 2005

TABLE OF CONTENTS

Revised EEO Policy Statement.....	Part 1
Executive Summary (Part E).....	Part 2
Certification of Establishment of Continuing EEO Programs (Part F).....	Part 3
Agency Self-Assessment Checklist Measuring Essential Elements (Part G)..... <i>(This section corresponds to Part H)</i>	Part 4
EEO Plan to Attain the Essential Elements of a Model EEO Program (Part H)..... <i>(This section corresponds to Part G)</i>	Part 5
EEO Plan to Eliminate Identified Barrier (Part I).....	Part 6
Special Program Plan for Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities (Part J).....	Part 7

Appendix

Copies of the following Data Tables will be provided upon request from the OEODM

TABLE A1:	NIH Total Workforce – Distribution by Race/Ethnicity and Sex
TABLE A2:	NIH Totals Workforce by Component - Distribution by Race/Ethnicity and Sex
TABLE A3:	Occupational Categories– Distribution by Race/Ethnicity and Sex
TABLE A4-1:	Participation Rates across General Schedule (GS) Grades by Race/Ethnicity and Sex
TABLE A5-1:	Participation Rates across Wage (WG) Grades by Race/Ethnicity and Sex
TABLE A5-2:	Rates Across Wage (WG) Grades by Race/Ethnicity and Sex
TABLE A6a:	Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex
TABLE A6p:	Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex
TABLE A6t:	Participation Rates for Major Occupations - Distribution by Race/Ethnicity and Sex
TABLE A8:	New Hires – Distribution by Race/Ethnicity and Sex
TABLE A13:	Employee Recognition and Awards - Distribution by Race/Ethnicity and Sex
TABLE A14:	Separations by Type of Separation - Distribution by Race/Ethnicity and Sex
TABLE B1:	Total Workforce – Distribution by Disability (OPM Form 256 Self-ID Codes)
TABLE B3:	Occupational Groups – Total Workforce – Distribution by Disability (OPM Form 256 Self-ID Codes)
TABLE B4-1:	Participation Rates across General Schedule (GS) Grades by Disability
TABLE B5-1:	Participation Rates across Wage Grades by Disability
TABLE B6p:	Participation Rates for Major Occupations - Distribution by Disability (OPM Form 256 Self-ID Codes)
TABLE B6t:	Participation Rates for Major Occupations - Distribution by Disability (OPM Form 256 Self-ID Codes)
TABLE B8:	New Hires - Distribution by Disability (OPM Form 256 Self-ID Codes)
TABLE B13a:	Employee Recognition and Awards – Distribution by Disability (OPM Form 256 Self-ID Codes)
TABLE B14:	Separations by Type of Separation – Distribution by Disability (OPM Form 256 Self-ID Codes)



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

JAN 26 2005

National Institutes of Health  
Bethesda, Maryland 20892

TO: NIH Employees

FROM: Director, NIH

SUBJECT: Policy on Equal Employment Opportunity and Diversity Management

The successful restructuring of the NIH Office of Equal Opportunity and Diversity Management (OEODM) provides me with the opportunity to reaffirm my commitment to achieving the goal of a discrimination free work environment, reflecting an atmosphere of inclusion where employment opportunities are open to all candidates. Equal employment opportunity means decisions are made on the basis of merit, without regard to race, color, religion, national origin, sex, age, sexual orientation, disability or reprisal for engaging in a prior protected activity. As a premier biomedical research institution, it is critical that the NIH continue to uphold its reputation for excellence, by recruiting, training and retaining employees from all backgrounds, who are committed to working together to reach our common goal of better health for everyone.

On October 1, 2003, the Equal Employment Opportunity Commission (EEOC) Management Directive (MD-715) became effective, replacing previous directives on policy, guidance and standards for establishing and maintaining effective affirmative programs in support of EEO. Under this directive, the NIH as an agency within HHS, will continue to develop and implement the essential elements of a model EEO Program, as defined by MD-715. These elements are: demonstrated commitment from agency leadership; integration of EEO into the agency's strategic mission; management and program accountability; proactive prevention of unlawful discrimination; efficiency; and responsiveness and legal compliance. The written objectives in support of these endeavors will be distributed in an NIH EEO Program Status Report for FY 2005. Following a self-assessment, the process is designed to improve the full participation of minorities, women and individuals with disabilities through barrier analysis, action items and the identification of responsible officials. The NIH Status Report will be completed in January 2005, and forwarded to HHS for incorporation into the Department's Report, which will be submitted to the EEOC by January 31, 2005.

In addition to our action items to eliminate employment barriers, efforts must be made to totally eliminate discrimination and harassment of any form at the NIH. Employees and applicants who believe they have been discriminated against may exercise their right by contacting staff of the OEODM. No reprisal against an applicant or employee is permitted. Any manager or supervisor, who is found to have discriminated or retaliated against an employee, will be subject to disciplinary action in accordance with the NIH Table of Penalties.

I am confident that the continued support of this policy throughout the NIH will demonstrate an inclusive and fair work environment that compliments our noble mission.

Elias A. Zerhouni, M.D.

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

---

DHHS, National Institutes of Health

For Period Covering October 1, 2004, to September 30, 2005.

---

## **EXECUTIVE SUMMARY**

The National Institutes of Health (NIH) FY 2004 Annual Equal Employment Opportunity (EEO) Program Status Report has been prepared for inclusion into a consolidated Department of Health and Human Services (HHS) report in response to a request from the Equal Employment Opportunity Commission (EEOC). The Department's EEO unit will amalgamate all OPDIV submissions for one consolidated departmental report to the EEOC. This report is in accordance with Equal Employment Opportunity Management Directive 715 (EEO MD-715) requirements. It is a compilation of the progress and effectiveness of the affirmative employment programs at NIH in support of the DHHS Affirmative Employment Program. The Affirmative Employment Program at the NIH contain objectives and timetables designed to bring the level of participation of Hispanics, women, people with disabilities and African Americans in science into parity with relevant and available labor force indices. Actions will be taken to ensure full participation of American Indians and Asian American Pacific Islanders in the NIH workforce.

The report addresses management support of the Affirmative Employment Program, the EEO critical element in employee performance plans, activities for hiring, retaining and promoting minorities, women, and people with disabilities and the development of minority initiatives and activities. It includes a statistical analysis of the NIH workforce for FY 2004. The distribution of EEO groups within NIH mission-oriented/populous occupations compared to the relevant available labor force was also reviewed. The EEO groups analyzed included all permanent NIH employees regardless of position incumbency. Further, this plan summarizes the steps to be taken by the Office of Equal Opportunity and Diversity Management (OEODM) to address specific priority areas for the NIH.

EEO is recognized as an integral component of the NIH strategic mission. The OEODM assists the agency in addressing the lack of participation by members of minority groups, women and persons with disabilities, particularly in mission-critical occupations, leadership ranks and establishes a process to sustain a diverse workforce. The Director of the OEODM has a clear and direct reporting line to the NIH Director. Effective October 3, 2004, the EEO program was restructured providing the EEO Director agency-wide authority over the EEO programs at the NIH. The written EEO policy statement has been revised and will be distributed to the workforce in January 2005 reaffirming that NIH is a workplace free of discrimination and harassment and is committed to EEO. This policy will also be posted on the OEODM website. [www.oeodm.nih.gov](http://www.oeodm.nih.gov).

Specific barriers and recommendations by program emphasis category are listed below. It is NIH's intent to be proactive in eliminating the specific barriers that have been identified as a result of our agency self-assessment in the development of the MD-715 Report. The NIH leadership is committed to taking immediate action to address the identified barriers, develop plans to align the agency's EEO program with the elements of a model EEO program and identify the responsible officials.

#### Complaints

Improvement of the average processing time for issuing final agency decisions on EEO complaints has been identified as one of the barriers to the complaint processing at the NIH. This plan states that the agency will attempt to improve timeliness by increasing final agency decision (FAD) writers through detailing employees from other subcomponents and the use of FAD writers whenever possible. Additionally, for FADs issued by the NIH, new EEO Specialists will be trained and used to expedite timeliness.

#### Black African Americans in Science

Through review and barrier analyses of statistical data it has been determined that there is a low participation of Blacks in scientific positions. In an effort to develop corrective measures to this issue, the responsible officials plan to review the search process, identify impediments to effective recruitment and identify flaws in the selection and promotion processes, which are barriers to the full participation of Black African-American scientists. (\*Black African Americans as opposed to Whites from Africa)

#### Women in SES Positions and Concentration of Women in Lower Grade Levels

NIH workforce profiles indicate that there is low participation of women in Senior Executive Service positions. To address this issue, it is recommended that a career development program be created that will prepare all persons, to include women, at the GS-14 and GS-15 grade levels interested in the SES. Activities will be initiated to address women in lower grade levels.

#### Hispanics

A review of retention data indicates that there is a high turnover rate for Hispanic employees. Barrier analyses indicate that it may be due to lack of promotion opportunities, therefore actions will be taken to identify career development opportunities to assist in eliminating this barrier. An NIH Advisory Council, to include senior Hispanic employees in the workforce, will be established to provide mentors for employees and assist in career development planning.

#### Disability

The NIH recognizes that persons with disabilities have a right to full and fair consideration for any job or career development opportunity for which they apply and are qualified. Areas of deficiency, such as inadequate reasonable accommodations request procedures, low promotion rates and high separation rates among persons with targeted disabilities have been identified. Beginning January 2005, a plan to determine the causes of problems and the creation of objectives for proper corrective measures will be developed.

#### Employee Recognition and Awards

It is recognized at the NIH that employees are valuable assets. However, through a review of the current data, it has been identified that overall, minority groups do not receive Recognition and Awards equitably. This includes time off awards, QSIs and cash awards. Managers and supervisors' performance plan will include this action item granting Recognition and Awards equitability.

Inherent in the NIH mission is a commitment to build an inclusive workforce, foster an environment that respects the individual, and offers opportunities for all employees to develop to their full potential. This commitment extends to equal opportunity and diversity in recruiting, hiring, and career development that will help ensure excellent science.

EEOC FORM  
715-01 PART F

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

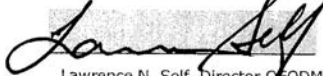
I, Lawrence N. Self, Director, Office of Equal Opportunity and  
Diversity Management, ES-0340 am the

Principal EEO Director/Official  
for National Institutes of Health, Department of Health and Human Services

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

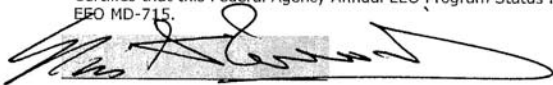
I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



Lawrence N. Self, Director CEODM  
Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with  
EEO MD-715.

1/05/05

Date



Elias A. Zerhouni, M.D., Director NIH  
Signature of Agency Head or Agency Head Designee

1/26/05

Date

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> <b>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</b>				
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
The Agency Head (NIH Director) was installed on <u>May 20, 2002</u> . The EEO policy statement was issued on <u>August 15, 2002</u> . Was the EEO policy Statement issued within 6 - 9 months of the installation of the Agency Head? If no, provide an explanation.		X		
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.			X	Annual re-issuance of EEO Policy Statement was not previously required. The EEO Policy Statement will be revised and reissued January 2005. <b>(Corresponds to Part H page-1)</b>
Are new employees provided a copy of the EEO policy statement during orientation?			X	The revised policy will be provided to Human Resources for inclusion in employee orientation package. <b>(Corresponds to Part H page-1)</b>
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?			X	Revised policy will be provided to Human Resources for inclusion into new supervisor orientation package.

				<i>(Corresponds to Part H page-1)</i>
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		EEO complaint procedures posters have been posted throughout the work areas. Agency EEO website provides EEO programs and administrative, judicial and remedial procedures.
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? <b>[see 29 CFR §1614.102(b)(5)]</b>		X		
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X		
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X		
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		



ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X		Employees have been informed about inappropriate behaviors that may result in disciplinary actions on subjects such as: diversity, respect, travel, sexual harassment and computer use. The agency uses desk to desk memorandum distribution, the OEODM website, table of penalties, Human Resources, Employee Relations, and the EEO program to inform its workforce about penalties for unacceptable behavior.	
Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.				
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X			
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		This function will be performed by the newly restructured OEODM organization.	
<p align="center"><b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b>  <b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b></p>				
<input type="checkbox"/> <b>Compliance Indicator</b>	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> <b>Measures</b>		Yes	No	
Is the EEO Director under the direct supervision of the agency head? <b>[see 29 CFR §1614.102(b)(4)]</b> For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official?	X			

(For example, does the Regional EEO Officer report to the Regional Administrator?)				
Are the duties and responsibilities of EEO officials clearly defined?		X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		EEO officials attend refresher training conducted by DHHS and EEOC routinely.
If the agency has 2 <sup>nd</sup> level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		Because of the newly restructured organization the EEO organization charts are being further defined.
If the agency has 2 <sup>nd</sup> level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components?		X		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		Upon completion of the MD-715 the EEO Director will brief head of agency and obtain requisite approvals for the policy.
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X	X	The involvement of EEO officials has varied under the former organization structure and needs improvement. They are not routinely part of vacancy projections, succession planning and selection for career development

				planning. <b>(Corresponds to Part H page-5, 10, 12)</b>
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? <b>[see 29 C.F.R. § 1614.102(b)(3)]</b>		X		Assessments take place quarterly.
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		The EEO Program restructuring plan became effective October 2004. Under the new organization the Division of Evaluation will conduct agency self-assessments and self-analyses to assure the effectiveness of the complaint processing system.
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR		X		

213.3102(t) and (u); 5 CFR 315.709				
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		

to provide religious accommodations?		X		
to provide disability accommodations in accordance with the agency's written procedures?		X		
in the EEO discrimination complaint process?		X		
to participate in ADR?		X		
<p align="center"><b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b></p> <p align="center"><b>This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.</b></p>				
<input type="checkbox"/> <b>Compliance Indicators</b> or <input type="checkbox"/> <b>Measures</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		
<input type="checkbox"/> <b>Compliance Indicators</b> or <input type="checkbox"/> <b>Measures</b>	<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X	The operating procedures to satisfy this element are under development. <b>Corresponds to Part H page-17)</b>

Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X	The operating procedures to satisfy this element are under development. <b>Corresponds to Part H page-17)</b>
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	<b>Corresponds to Part H page-17)</b>
<input type="checkbox"/> <b>Compliance Indicator</b> or  <input type="checkbox"/> <b>Measures</b>	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		One NIH manager was found to have discriminated and was disciplined (reprimand) during the past two years.
If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		The majority of these functions are performed at the Agency Department level (DHHS)
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		
<p align="center"><b>Essential Element D: PROACTIVE PREVENTION</b></p> <p align="center"><b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b></p>				
<input type="checkbox"/> <b>Compliance Indicator</b>	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space

<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X		
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X		
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X		
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X		
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X		
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X		
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
	Are all employees encouraged to use ADR?	X		
	Is the participation of supervisors and managers in the ADR process required?	X		
<p align="center"><b>Essential Element E: EFFICIENCY</b>  <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b></p>				

<input type="checkbox"/> <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X	X	There are procedures in place to require that time frames are met.. However, under the former EEO structure, there were varying levels of compliance. Monitoring will occur during FY 05.
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X		Timelines are specified in contracts and monitored for compliance.
If yes, briefly describe how:				



Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?				NA-Responsibility of DDHS
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X	Due to backlog <b>(Corresponds to Part H page-3)</b>
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		

<input type="checkbox"/> <b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?			X	The settlement official is the Executive Officer. <b>(Corresponds to Part H page-4)</b>
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X	X	A survey is required for new EEO categories, e.g. Asian Americans and Pacific Islanders to be initiated at DHHS level.
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance			X	This function will be performed by the newly restructured OEODM organization.

with MD-715 standards?				<i>Corresponds to Part H page-5,6, 8, 9, 12)</i>
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?			X	This function will be performed by the newly restructured OEODM organization. <i>Corresponds to Part H page-5, 6, 12)</i>
<input type="checkbox"/> Compliance Indicator	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		
Does the agency discrimination complaint process ensure a neutral adjudication function?				NA
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?				NA
<p align="center"><b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b></p> <p align="center"><b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b></p>				
<input type="checkbox"/> Compliance Indicator	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> Measures		Yes	No	
	Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?	X		
<input type="checkbox"/> Compliance Indicator	<b>The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> Measures		Yes	No	

Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.				NA-Responsibility of DHHS
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
<input type="checkbox"/> <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<input type="checkbox"/> <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?		X		EEO Critical Element for Executives at Division level or above under SES, SBRS, and Title 42. Also includes other professional supervisors (General Schedule Supervisors and Managers (Code 2) supervisors below Division level.
If so, please identify the employees by title in the comments section, and state how performance is measured.				
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X		
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.				
Have the involved employees received any formal training in EEO compliance?		X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:		X		
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?		X		

Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

#### Footnotes:

1. See 29 C.F.R. § 1614.102.2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See *EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation* (10/20/00), Question 28.

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b>		<b>(CORRESPONDS TO PART G PAGE-1)</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	EEO Policy Statement has not been reissued annually during the current Agency Head's tenure.	
OBJECTIVE:	To revise and reissue the EEO policy statement currently in effect.	
RESPONSIBLE OFFICIAL:	Director, Office of Equal Opportunity and Diversity Management (OEODM)	
DATE OBJECTIVE INITIATED:	November 19, 2004	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	January 3, 2005	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Begin process for updating and reissuing the current EEO Policy Statement. Revised policy to cover MD-715 notice to all employees.		December 15, 2004
The revised policy will be provided to Human Resources for inclusion in employee orientation package.		January 2005
Revised policy will be provided to Human Resources for inclusion into new supervisor orientation package.		January 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		
EEO Policy Statement revised and reissued January 2005.		

---

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Agency-wide EEO Director does not have authority over the EEO Programs within the subordinate reporting components.
OBJECTIVE:	To restructure the EEO program at the NIH.
RESPONSIBLE OFFICIAL:	Director, OEODM
DATE OBJECTIVE INITIATED:	October 1, 2003
TARGET DATE FOR COMPLETION OF OBJECTIVE:	October 3, 2004
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
The EEO program has been restructured. The EEO Director has authority over the entire EEO program.	October 3, 2004
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Accomplished effective October 3, 2004	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b> <b>(CORRESPONDS TO PART G PAGE-11)</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Agency decisions are not issued within 60-days of the request for the complainant
OBJECTIVE:	The agency will attempt to improve the timeliness by increasing FAD writers through the details of employees from other subcomponents whenever possible. For FADs issued by the NIH, the NIH will ensure all FADs are issued in a timely manner by training new EEO specialists to write them.
RESPONSIBLE OFFICIAL:	Director, OEODM
DATE OBJECTIVE INITIATED:	October 1, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
As a result of NIH EEO restructuring, sufficient staff has been assigned to ensure timeliness of agency decisions at the NIH level.	November 15, 2004
Develop in-house procedures that will ensure NIH FADs are issued in a timely manner.	January 15, 2005
Utilize the complaint tracking system to ensure timely requests for FADs.	March 15, 2005
Provide staff necessary training on writing FADs.	June 15, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Based on agency EEO restructuring, October 3, 2004, sufficient staff has been assigned to the complaints process to ensure timeliness of agency decisions.	



EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04 National Institutes of Health</b>		<b>(CORRESPONDS TO PART G PAGE-12)</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Management officials directly involved in disputes do not have delegated settlement authority.	
OBJECTIVE:	The agency will improve its resolution effort by encouraging resolutions at the lowest level.  In eliminating the undesired condition, the NIH will establish a work group to address the ADR process and develop some guidelines that will clearly identify the scope of settlement authority for all responsible management officials at the pre-complaint stage.	
RESPONSIBLE OFFICIAL:	Director, OEODM and Other Relevant NIH Officials	
DATE OBJECTIVE INITIATED:	October 1, 2004	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2005	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Establish a working group to develop recommendations to the Director of NIH regarding delegating authority to responsible management officials at the pre-complaint stage.		March 15, 2005
Working group will research the agency's policies and procedures for delegation of such authority.		June 15, 2005
Working group will make recommendations to the EEO Director.		July 15, 2005
Based on comments and necessary revisions, working group will develop memorandum to top management requesting the delegation of such authority.		August 15, 2005
Develop manual issuance or SOP to encourage effective application at the pre-complaint stage.		September 30, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04 National Institutes of Health</b>		<b>(CORRESPONDS TO PART G PAGE-4, 12, and 13)</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is a low level of participation of *Black African-Americans in Scientific positions.  (*Black African Americans as opposed to Whites from Africa)	
OBJECTIVE:	Develop objectives to increase the number of Black African-Americans in Scientific positions and hold managers accountable in their performance evaluations through the EEO critical element. Adopt best practices to raise the low participation of Black African-American scientists. Develop mentoring and career development support programs. Review the search process to identify defects that affect the recruitment and selection process of Black African-American scientists.	
RESPONSIBLE OFFICIAL:	Deputy Director, Division of Intramural Research and Director, OEODM	
DATE OBJECTIVE INITIATED:	November 9, 2004	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Identifiable changes are anticipated by January 2007	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.		January 2005
Convene meeting of department leaders to adopt best practices targeting increasing the participation of Black African-American Scientists, with the assistance of the Special Emphasis Program Manager for Black Employment.		January 2005
With the assistance of the Special Emphasis Program Manager for Black Employment, NIH Leadership will become more proactive in identifying and contacting African-American colleagues interested in Sr. Scientific, Tenure and Tenure-Track research positions at the NIH.		February 2005
Develop an interview process to ascertain reasons why employees are leaving. Schedule progress interviews with employees at mid-career and include an exit interview at the annual NIH Research Festival.		February 2005
Develop mentoring program that would continue the entire term of employee's appointment to assist in career development and aid in retention.		December 2006
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b> <i>(Corresponds to form G Page-13)</i>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is a decline in the retention of Blacks (male and female) at all grade levels.
OBJECTIVE:	Develop objectives to increase the promotions of Blacks and hold managers accountable in their performance evaluations through the EEO critical element. Incorporate diversity objectives into performance evaluations/periodic activity reporting to agency head regarding career development of Black employees.
RESPONSIBLE OFFICIAL:	Director, OEODM, Institute and Centers (IC) Directors and Other Relevant NIH Officials
DATE OBJECTIVE INITIATED:	January 17, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by January 2006.
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Convene a meeting of NIH leaders to develop best practices for the retention and career development of Black African-Americans at all grade levels with the assistance of the Special Emphasis Program Manager for Black Employment.	January 2005
Develop a mentoring and career development support program that would target career path opportunities from support positions to management positions.	January 2005
With the assistance of the Special Emphasis Program Manager for Black Employment, develop an exit interview that will identify the specific reasons for separations. Forward interview results to responsible official(s) to implement a plan of action to correct these issues.	December 2006
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

---

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

---

<b>FY 04</b> <b>National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is a low participation of women in Senior Executive Service positions.
OBJECTIVE:	Develop a plan to increase the numbers of women in SES positions at NIH, and hold managers accountable in their performance evaluations through the EEO critical element. Increase the number of women in the Senior Executive Service.
RESPONSIBLE OFFICIAL:	Director, OEODM, IC Directors and Other Relevant NIH Officials
DATE OBJECTIVE INITIATED:	January 17, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	June 30, 2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Incorporate objectives into performance evaluations/periodic activity reporting to agency head regarding recruiting, hiring and promotions of women quarterly.	April 2005, July 2005, October 2005
Establish mentoring program for women in GS-14/15 grades levels with the assistance of the Federal Women's Program Manager.	February 2006
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b> (Corresponds to form G Page-12)	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Women are heavily concentrated in positions with limited opportunity for upward mobility.
OBJECTIVE:	Incorporate a diversity objective into managers' performance evaluation and report to agency head regarding recruiting, hiring and promotions of women.
RESPONSIBLE OFFICIAL:	Director, OEODM
DATE OBJECTIVE INITIATED:	January 17, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by January 2007.
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Incorporate objectives into performance evaluations/periodic activity reporting to agency head regarding recruiting, hiring and promotions of women quarterly.	April 2005, July 2005, October 2005
Establish mentoring program that will include women at the lower to mid grade levels. The Federal Women's Program Manager will have the lead on this program.	January 2006
Create a career development program that includes women at the GS-6 and above levels for the professional career path.	January 2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b> <i>(Corresponds to form G 12)</i>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Hispanic employees leaving NIH at high rates potentially due to lack of promotion opportunities.
OBJECTIVE:	Incorporate objectives into managers' performance evaluations regarding Hispanic recruiting, retention, hiring and promotions.
RESPONSIBLE OFFICIAL:	Director, OEODM, Director, OHR and Other Relevant NIH Officials
DATE OBJECTIVE INITIATED:	January 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by January 2007.
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Market NIH as an Employer of Choice. Outreach to the Hispanic professional community in national publications and key websites with significant Hispanic readership.	January 2005
Host a series of Career Planning Seminars to discuss career planning and mentoring for persons from diverse backgrounds.	January 2005
Create NIH Advisory Council of Hispanic Employment (NACHE) to provide mentors and career development for employees	January 2006
With the assistance of the Special Emphasis Program Manager for Hispanic Employment Program meet with Hispanic employees and assist with preparing Individual Development Plans.	January 2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b> <b>(CORRESPONDS TO PART G PAGE-5)</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Lack of promotion of Hispanics to senior level positions.
OBJECTIVE:	Incorporate a diversity objective into managers' performance evaluations and ensure periodic reporting to agency head regarding Hispanic (and other minorities) recruiting, hiring and promotions. Develop objectives to increase the number of Hispanics and hold managers accountable in their performance evaluations through the EEO critical element.
RESPONSIBLE OFFICIAL:	Director, OEODM, IC Directors and Other Relevant NIH Officials
DATE OBJECTIVE INITIATED:	January 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by January 2007.
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Incorporate objectives into managers' performance evaluations, and ensure periodic reporting to agency head regarding recruiting, hiring and promotions of Hispanics.	April 2005, July 2005, October 2005
Convene a meeting of agency leaders to develop best practices for career development of Hispanic employees.	September 2005
Develop a mentoring and career development support program that would target career path opportunities.	February 2006
Create a career development program that includes Hispanics, preparing them at the GS-9 level for the SES career path.	June 2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04 National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Significant numbers of Hispanics in lower grade positions are leaving the agency.
OBJECTIVE:	Develop objectives to increase the numbers of Hispanics and hold managers accountable in their performance evaluations through the EEO critical element. Incorporate a diversity objective into managers' performance evaluation and periodic reporting to agency head regarding Hispanic (and other minorities) promotions.
RESPONSIBLE OFFICIAL:	Director, OEODM, IC Directors and Other Relevant NIH Officials
DATE OBJECTIVE INITIATED:	January 17, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by January 2007.
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
With the assistance of the Special Emphasis Program Manager for Hispanic Employment Program develop mentoring program and meet with employee(s) to assist in establishing Individual Development Plans.	June 2005
Conduct interviews to determine the reasons why Hispanic employees are leaving. Interview employees mid-career and upon exit.	August 2005
Develop training program for employees to learn how to receive limited tuition assistance for receiving higher education credentials.	June 2007
Create a career development program that prepares employees in lower level grades to advance to mid and senior levels.	July 2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	



*U.S. Equal Employment Opportunity Commission*

<b>FY 04</b> <b>National Institutes of Health</b>		<b>(CORRESPONDS TO PART G PAGE-4 and 13)</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		Selective Placement Coordinators are unaware of Special Recruitment and placement programs for persons with disabilities. There is a need to establish a consistent selective placement program that will make it easier to place individuals with excepted appointment status.	
OBJECTIVE:		The placement rate of persons with disabilities is low.	
RESPONSIBLE OFFICIAL:		Director, OEODM, Director, OHR and Other Relevant NIH Officials	
DATE OBJECTIVE INITIATED:		January 2005	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		May 2006	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
Utilize liaisons to each IC to monitor and provide direction to managers on the hiring of individuals with targeted disabilities		January 2005	
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.		January 2005	
Participate in special programs such as the Bridges Internship Program and the NIH Summer Internship Program as tools for placing persons with disabilities		May 2005	
Provide training to selecting officials in the ICs on the special recruitment and placement programs.		January 2006	
Resurvey employees to collect accurate data on disability status.		May 2006	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Employees with disabilities are not participating in career development opportunities.
OBJECTIVE:	Incorporate a diversity objective into officials and manager's performance evaluation and report periodically to agency head regarding the career development of people with disabilities.
RESPONSIBLE OFFICIAL:	Director, OEODM
DATE OBJECTIVE INITIATED:	January 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by January 2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Collect data periodically to review and assess the reasons why disabled individuals are leaving (Disability Employment Program Manager)	January 2005 Ongoing
Ensure that policies regarding individuals with disabilities are well publicized and available to all managers and employees.	June 2005
Make known mentoring opportunities and encourage supervisors to meet with employees to assist with establishing Individual Development Plan.	June 2005
Conduct interviews to determine the reasons why employees with disabilities are leaving.	August 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

---

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

---

<b>FY 04</b> <b>National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Selecting officials are not familiar with Affirmative Action Plan for Individuals with Disabilities.
OBJECTIVE:	Ensure that the selecting officials are aware of their responsibilities during the recruitment, selection and retention process.
RESPONSIBLE OFFICIAL:	Director, OEODM and Director, OHR
DATE OBJECTIVE INITIATED:	January 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Provide training and briefings on special hiring authorities to selecting officials.	January 2005
Conduct briefings on the Affirmative Action Plan for Employment of individuals with Disabilities.	July 2005
Conduct training on reasonable accommodation to managers and supervisors.	August 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04</b> <b>National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Not all employees with targeted disabilities have been captured in the reporting system.
OBJECTIVE:	Develop strategies for maintaining current and accurate data on self-identified individuals with disabilities at the NIH.  Inform employees with disabilities about their right to self identify and to request reasonable accommodations.
RESPONSIBLE OFFICIAL:	Director, OEODM and Director, OHR
DATE OBJECTIVE INITIATED:	January 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by December 2005.
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Resurvey employees to collect accurate data.	March 2005
Develop monitoring system to track actions taken on requests for reasonable accommodations.	June 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 04 National Institutes of Health</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Minority employees receive Recognition and Awards at a substantially lower rate than whites. Additionally, when awards are given to minorities, the amounts of the awards are significantly lower.
OBJECTIVE:	Recognition and Awards system must be consistent with the mission and objectives of the agency's EEO program. Incorporate a diversity objective into managers' performance evaluation and report to agency head regarding Recognition and Awards for minority employees.
RESPONSIBLE OFFICIAL:	Director, OEODM and Director, OHR
DATE OBJECTIVE INITIATED:	January 17, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by January 2007.
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Incorporate a diversity objective into manager's performance evaluation and periodically report to agency head regarding Recognition and Awards for minority employees.	January 2005
All Special Emphasis Program Managers and OEODM staff will cover this objective as appropriate.	January 2006
Conduct a comprehensive review of awards that are granted at 3, 6, and 9-month intervals to determine if additional corrective actions are needed.	January 2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

---

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Attain the Essential Elements of a Model EEO Program**

---

<b>FY 04</b> <b>National Institutes of Health</b>		<b>Corresponds to Part G Page 7</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Regarding the assessment of conformity in personnel programs, policies and procedures, the Human Resources Director and EEO Director do not meet regularly.	
OBJECTIVE:	To establish a routine for the assessment of personnel programs, policies and procedures between the Human Resources Director and EEO Director	
RESPONSIBLE OFFICIAL:	Director, OEODM and Director OHR	
DATE OBJECTIVE INITIATED:	January 17, 2005	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	The process to complete this objective will be ongoing. Results are anticipated by January 2006.	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)
Develop a routine schedule for the review of Merit Promotion Program Policy and Procedures.		June 2005
Develop a routine schedule for the review of Employee Recognition and Awards Program and Procedures.		June 2005
Develop a routine schedule for the review of Career Development and Training Programs.		June 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	New MD-715 guidance.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	EEO Policy Statement has not been reissued annually during the current Agency Head's tenure.
<b>OBJECTIVE:</b>  State the alternative or	To reissue the EEO policy statement currently in effect.

revised agency policy, procedure or practice to be implemented to correct the undesired condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, Office of Equal Opportunity and Diversity Management (OEODM)
<b>DATE OBJECTIVE INITIATED:</b>	November 19, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	January 3, 2005

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Begin process for updating and reissuing the current EEO Policy Statement. Revised policy to cover MD-715 notice to all employees.	December 15, 2004
The revised policy will be provided to Human Resources for inclusion in employee orientation package.	January 2005
Revised policy will be provided to Human Resources for inclusion into new supervisor orientation package.	January 2005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
EEO Policy Statement will be revised and reissued January 3, 2005.	



**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	MD-715 Agency Self-Assessment Checklist (Part G).
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Agency-wide EEO Director does not have authority over the EEO Programs within the subordinate reporting components.
<b>OBJECTIVE:</b>  State the alternative or revised agency	To restructure the EEO program at the NIH.

policy, procedure or practice to be implemented to correct the undesired condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2003
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	October 3, 2004

---

<p>EEOC FORM 715-01 PART I</p> <p><b>EEO Plan To Eliminate Identified Barrier</b></p>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
The EEO program has been restructured. The EEO Director has authority over the entire EEO program.	October 3, 2004
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
Accomplished effective October 3, 2004	

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Agency decisions are not issued within 60 days of the request for the final agency decision by the complainant.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	The SF-462 report was used as a source document when performing barrier analysis. Of the 20 FADs issued, 13 were issued based on the complainant's request and 7 were issued when the complainant did not respond to the election of EEOC/FAD. For those cases sent to the HQ, DHHS, the average processing time is 376 days. For those cases issued by the NIH, the average processing time is 129 days
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	For the agency, several factors converged to impact what happened in meeting the 60-day deadlines: 1) the agency was very short-staffed with FAD writers; and 2) the agency experienced computer crashes and outages during the move/restructuring turmoil.
<b>OBJECTIVE:</b>  State the alternative or revised agency	The agency will attempt to improve the timeliness by increasing FAD writers through the details of employees from other subcomponents whenever possible.

policy, procedure or practice to be implemented to correct the undesired condition.	For FADs issued by the NIH, the NIH will ensure all FAD are issued in a timely manner by training additional EEO specialists to write FADs.
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
As a result of NIH EEO restructuring, sufficient staff has been assigned to ensure timeliness of agency decisions at the NIH level.	November 15, 2004
Develop in-house procedures that will ensure NIH FADs are issued in a timely manner.	January 15, 2005
Utilize the complaint tracking system to monitor the issuance of FADs.	March 15, 2005
Provide staff necessary training on writing FADs.	June 15, 2005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Management officials directly involved in disputes do not have settlement authority.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Currently, most Institutes and Centers designated the Executive Officer as the resolution official for EEO complaint settlements. In most instances, management officials involved do not have the authority to settle cases at the pre-complaint stage.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	The agency lacks uniform or standard operating procedures to determine whether named responsible management officials have the authority to resolve cases at the lowest level. The best practice is to empower the responsible management official or supervisor with specific settlement authority, when council does not represent both parties at the pre-complaint stage.
<b>OBJECTIVE:</b>  State the alternative or revised agency	The agency will improve its resolution effort by encouraging resolutions at the lowest level.  In eliminating the undesired condition, the NIH will establish a work group to address the ADR process and develop some

policy, procedure or practice to be implemented to correct the undesired condition.	guidelines that will clearly identify the scope of settlement authority for all responsible management officials at the pre-complaint stage.
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM and Other Relevant NIH Officials
<b>DATE OBJECTIVE INITIATED:</b>	October 1, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2004

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Establish a working group to develop recommendations to the Director of NIH regarding delegating authority to responsible management officials at the pre-complaint stage.	March 15, 2005
Working group will research the agency's policies and procedures for delegation of such authority.	June 15, 2005
Working group will make recommendations to the EEO Director.	July 15, 2005
Based on comments and necessary revisions, working group will develop memorandum to top management requesting the delegation of such authority.	August 15, 2005
Develop manual issuance or SOP to encourage effective application at the pre-complaint stage.	September 30, 2005
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE	

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	There is a low level of participation of Black African-Americans in Scientific positions.  The NIH Deputy Director for Intramural Research reported in the NIH Catalyst (September – October 2004), the need to improve racial and gender diversity among NIH principal investigators. He acknowledged that participation of African-Americans has deteriorated since 1994. This issue is supported by third FY 2004 quarter data retrieved from Govnet.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table A1 (Total Workforce); Table A3-1t (Occupational Groups); Table A6a (Major Occupations); Table 6p (Participation rates for Major Occupations. All distributed tables contain categories by Race/Ethnicity and Sex.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Few African-Americans apply for available NIH positions. Anecdotal evidence indicates there is a strong perception that has been expressed among African-Americans that NIH is not a welcoming environment for them. The recruitment of African-American scientists to jobs outside of NIH has caused them to leave the tenure-track at a higher rate than other investigators.
<b>OBJECTIVE:</b>  State the alternative or	Develop objectives to increase the number of Black African-Americans in Scientific positions and hold managers accountable in their performance evaluations through the EEO critical element. Adopt best practices to raise the low participation of Black African-

revised agency policy, procedure or practice to be implemented to correct the undesired condition.	American scientists. Develop mentoring and career development support programs. Review the search process to identify defects that affect the recruitment and selection process of Black African-American scientists.
<b>RESPONSIBLE OFFICIAL:</b>	Deputy Director, Division of Intramural Research and Director, OEODM
<b>DATE OBJECTIVE INITIATED:</b>	November 9, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Identifiable changes are anticipated by January 2007.

EEOC FORM  
715-01 PART I

**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Convene meeting of NIH leaders to adopt best practices targeting increasing the participation of Black African-American Scientists, with the assistance of the Special Emphasis Program Manager for Black Employment.	January 2005
With the assistance of the Special Emphasis Program Manager for Black Employment, NIH Leadership will become more proactive in identifying and contacting African-American colleagues interested in Sr. Scientific, Tenure and Tenure-Track research positions at the NIH	February 2005
Develop an interview to ascertain reasons why employees are leaving. Schedule progress interviews with employees at mid-career and include an exit interview at the annual NIH Research Festival.	February 2005
Develop mentoring program that would continue the entire term of employee's appointment to assist in career development and aid in retention.	December 2006
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	



**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The NIH Catalyst (September - October 2004) article by the Deputy Director of Intramural research entitled, " Increasing Diversity in the NIH Scientific Staff: Next Steps, cited two main problems that reduce representation of African-American and Native American scientists at NIH. The first problem identified by the author is that there are few such (African-American and Native American scientists) applying for positions, reflecting not only the smaller pool size of doctoral level minorities compared with their representation in the population as a whole, but also a strong perception among African-Americans and Native Americans that NIH is not a welcoming environment for them.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table A1 (Total Workforce); Table A-4-1 (Participation rates across GS); Table A6a (Major Occupations); Table A6-t (Participation rates for Major Occupations); Table A-6p (Participation rates for Major Occupations); and Table A-13a (Employee Recognition and Awards). All distributed tables contain categories by Race/Ethnicity and Sex.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	There is a decline in the retention of black employees (male and female) at all grade levels.
<b>OBJECTIVE:</b>  State the alternative or revised agency	Develop objectives to improve the potential for Blacks and hold managers accountable in their performance evaluations through the EEO critical element. Incorporate diversity objectives into performance evaluations and report to agency head regarding career development progress for Black employees.

policy, procedure or practice to be implemented to correct the undesired condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM, Institute and Centers (IC) Directors and Other Relevant NIH Officials
<b>DATE OBJECTIVE INITIATED:</b>	January 17, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by January 2006.

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Convene a meeting of NIH leaders to develop best practices for the retention and career development of Black African-Americans at all grade levels with the assistance of the Special Emphasis Program Manager for Black Employment.	January 2005
Develop a mentoring and career development support program that would target career path opportunities from support positions to management positions.	January 2005
With the assistance of the Special Emphasis Program Manager for Black Employment, develop an exit interview that will identify the specific reasons for separations. Forward interview results to responsible official(s) to implement a plan of action to correct these issues.	December 2006
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>There is a low participation of women in Senior Executive Service positions.</p>
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>During the 35th Annual Federally Employed Women (FEW) National Training Program (NTP,) July 19-23, 2004, the Department of Health and Human Services sponsored an agency forum. The theme for the HHS Agency Forum was "Sharing Success at One HHS." This forum provided a venue that discussed career related issues for women including how to position one's career for the management (SES) direction.</p> <p>Data retrieved from Govnet. Table A3-1a (Occupation Groups); Table A3-1t (Occupation Groups) and Table A4-1 (Participation Rates Across General Schedule (GS) Grades). All distributed tables contain categories by Race/Ethnicity and Sex.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Limited training opportunities preparing women early in career for Senior Executive Service.</p>

<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Take steps to increase the participation of women in mentoring programs, internships and other opportunities that could lead to entry into the Senior Executive Service level. Hold managers accountable in their performance evaluations through the EEO critical element.
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM, IC Directors and Other Relevant NIH Officials
<b>DATE OBJECTIVE INITIATED:</b>	January 17, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	June 2007

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Incorporate objectives into performance evaluations/periodic activity reporting to agency head regarding recruiting, hiring and promotions of women quarterly.	April 2005, July 2005, October 2005
Establish mentoring program for women in GS-14/15 grades levels with the assistance of the Federal Women's Program Manager.	June 2007
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Lack of promotions for women at lower grade levels.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table A3-1a (Occupation Groups); Table A3-1t (Occupation Groups) and Table A4-1 (Participation Rates Across General Schedule (GS) Grades). All distributed tables contain categories by Race/Ethnicity and Sex.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Women are heavily concentrated in positions with limited opportunity for upward mobility.
<b>OBJECTIVE:</b>  State the alternative or revised agency	Incorporate a diversity objective into managers' performance evaluation and or periodic activity reporting to agency head regarding promotions for women.

policy, procedure or practice to be implemented to correct the undesired condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director OEODM
<b>DATE OBJECTIVE INITIATED:</b>	January 17, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by January 2007.

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Incorporate objectives into performance evaluations/periodic activity reporting to agency head regarding recruiting, hiring and promotions of women quarterly.	April 2005, July 2005, October 2005
Establish mentoring program that will include women at the lower to mid grade levels. The Federal Women's Program Manager will have the lead on this program.	January 2006
Create a career development program that includes women at the GS-6 and above levels for the professional career path.	January 2007
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	There is a low participation of Hispanics in career development programs. Employees feel their input on committees and workgroups is not valued.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table A1 (Total Workforce); Table A3-1a (Occupational Groups); Table 3-1t (Occupational Groups); Table A6a (Major Occupations); Table A6p (Major Occupations); Table A13a (Employee Recognition and Awards); and Table A14 (Separations by Type of Separation). All distributed tables contain categories by Race/Ethnicity and Sex.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Hispanic employees leaving NIH at a high rate potentially due to lack of promotion opportunities. Limited education presents a barrier for promotions and career development.
<b>OBJECTIVE:</b>  State the	Incorporate diversity objectives into performance evaluations/periodic activity reporting to agency head regarding Hispanic recruiting, hiring and promotions.

alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM, Director, OHR and Other Relevant NIH Officials
<b>DATE OBJECTIVE INITIATED:</b>	January 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by January 2007.

EEOC FORM  
715-01 PART I

**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Market NIH as an Employer of Choice. Outreach to the Hispanic professional community in national publications and key websites with significant Hispanic readership.	January 2005
Host a series of Career Planning Seminars to discuss career planning and mentoring for persons from diverse backgrounds.	October 2005
Create NIH Advisory Council of Hispanic Employment (NACHE) to provide mentors and career development for employees	January 2006
With the assistance of the Special Emphasis Program Manager for Hispanic Employment Program meet with Hispanic employees and assist with preparing Individual Development Plans.	January 2007
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	



**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	There is a low participation of Hispanics in career development programs. Hispanic scientists primarily hold temporary positions. Language barrier prevents opportunity for advancement. There is a misconception in the Hispanic community that federal jobs are less challenging, rewarding and have less opportunity for advancement than private and non-profit sector positions.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table A3-1 (Occupation Groups) and Table A4-1 (Participation Rates Across General Schedule (GS) grades). All distributed tables contain categories by Race/Ethnicity and Sex.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Lack of promotion of Hispanics to senior level positions.
<b>OBJECTIVE:</b>  State the alternative or revised agency	Incorporate a diversity objective into managers' performance evaluations and ensure periodic reporting to agency head regarding Hispanic (and other minorities) recruiting, hiring and promotions. Develop objectives to increase the number of Hispanics and hold managers accountable in their performance

policy, procedure or practice to be implemented to correct the undesired condition.	evaluations through the EEO critical element.
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM, IC Directors and Other Relevant NIH Officials
<b>DATE OBJECTIVE INITIATED:</b>	January 17, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by January 2007.

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Incorporate objectives into managers' performance evaluations, and ensure periodic reporting to agency head regarding recruiting, hiring and promotions of Hispanics.	April 2005, July 2005, October 2005
Convene a meeting of agency leaders to develop best practices for career development of Hispanic employees.	September 2005
Develop a mentoring and career development support program that would target career path opportunities.	February 2006
Create a career development program that includes Hispanics, preparing them at the GS-9 level for the SES career path.	June 2007
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Significant number of Hispanics in lower grade positions leaving.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table A-4-1 (Participation Rates Across General Schedule (GS) Grades by Race/Ethnicity and Sex).  All distributed tables contain categories by Race/Ethnicity and Sex.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	A-76 affects primarily low-grade administrative positions where a high concentration of Hispanics is employed. Limited opportunity for promotion. Inability to convert students working in internship programs to permanent employees.
<b>OBJECTIVE:</b>  State the alternative or revised agency	Develop objectives to increase the number of Hispanics and hold managers accountable in their performance evaluations through the EEO critical element. Incorporate a diversity objective into managers' performance evaluation and periodic reporting to agency head regarding Hispanic (and other minorities)

policy, procedure or practice to be implemented to correct the undesired condition.	promotions.
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM, IC Directors and Other Relevant NIH Officials
<b>DATE OBJECTIVE INITIATED:</b>	January 17, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by January 2007.

<p style="text-align: center;">EEOC FORM 715-01 PART I</p> <p style="text-align: center;"><b>EEO Plan To Eliminate Identified Barrier</b></p>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
With the assistance of the Special Emphasis Program Manager for Hispanic Employment Program develop mentoring program and meet with employee(s) to assist in establishing Individual Development Plans.	June 2005
Develop an interview to measure the reasons why Hispanic employees are leaving. Interview employee mid-career and upon exit.	August 2005
Develop training program for employees to learn how to receive limited tuition assistance for receiving higher education credentials.	June 2007
Create a career development program that prepares employees in lower level grades to advance to mid and senior levels.	July 2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Selective Placement Coordinators are unaware of Special Recruitment and placement programs for persons with disabilities.  There is a need to establish a consistent selective placement program that will make it easier to place individuals with accepted appointment status.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table B8 (New Hires - Disability).
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	The placement rate for people with disabilities is low.
<b>OBJECTIVE:</b>  State the alternative or revised agency	Incorporate a diversity objective into manager's performance evaluation and or periodic activity reporting to agency head regarding the placement of people with disabilities.

policy, procedure or practice to be implemented to correct the undesired condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM, Director, OHR and Other Relevant NIH Officials
<b>DATE OBJECTIVE INITIATED:</b>	January 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	May 2006

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Utilize liaisons to each IC to monitor and provide direction to manager on hiring of individuals with targeted disabilities.	January 2005
Participate in special programs such as the Bridges Internship Program and the NIH Summer Programs, including the Workforce Recruitment Program.	May 2005
Provide training to selecting officials in each IC.	January 2006
Resurvey employees to collect accurate data on the disability community.	May 2006
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	There are significant numbers of separations among people with disabilities in permanent positions. Employees with disabilities are looked over for career development opportunities.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table B14 (Separations by Type of Separation – Distribution by Disability).
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Managers are not always aware of the NIH Policy on Reasonable Accommodations.
<b>OBJECTIVE:</b>  State the	Make sure that all managers are made aware of the Policy on Reasonable Accommodations and the process for implementation. Incorporate a diversity objective into officials and manager's

alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	performance evaluation and or periodic activity reporting to agency head regarding the career development of people with disabilities.
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM
<b>DATE OBJECTIVE INITIATED:</b>	January 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by January 2007

EEOC FORM  
715-01 PART I

**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Require EEO and diversity management objectives as a critical element of SES, managers and supervisors annual performance plans.	January 2005
Collect data periodically and analyze trends (Disability Employment Program Manager).	January 2005 Ongoing
Ensure that the NIH Policy on Reasonable Accommodation is well publicized and available to all managers and employees.	January 2005
Make known mentoring opportunities and meet with employees to assist with establishing Individual Development Plans.	June 2005
Develop an interview procedure to measure the reasons why employees with disabilities are leaving. Interview employees mid-career and upon exit.	August 2005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	



**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Selection Officials are not utilizing the appropriate recruitment process when recruiting people with disabilities.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Selection officials are not familiar with the Affirmative Action Plan for Individuals with Disabilities.
<b>OBJECTIVE:</b>  State the alternative or revised agency	Assure that the Selection Officials are aware of their responsibilities during the recruitment process for persons with disabilities.

policy, procedure or practice to be implemented to correct the undesired condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM and Director, OHR
<b>DATE OBJECTIVE INITIATED:</b>	January 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	December 2005

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Provide training and briefings on special hiring authorities to selection officials with the assistance of the Disability Employment Program Manager.	January 2005 Ongoing
Conduct briefings on the Affirmative Action Plan for Employment of persons with disabilities.	July 2005
Conduct training on reasonable accommodation to managers and supervisors.	August 2005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Not all employees with targeted disabilities have been captured in the reporting system.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Employees are not always aware of self-identification form as well as their rights to reasonable accommodations.

<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Develop strategies for maintaining current and accurate data on self-identified individuals with disabilities at the NIH.  Take steps to ensure that all requests for reasonable accommodations are filled.
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM and Director, OHR
<b>DATE OBJECTIVE INITIATED:</b>	January 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by December 2005.

---

<p>EEOC FORM 715-01 PART I</p> <p><b>EEO Plan To Eliminate Identified Barrier</b></p>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Resurvey employees to collect accurate data. The Disability Employment Program Manager will have the lead for this project.	January 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Minority employees receive Recognition Awards at a substantially lower rate than whites. Additionally, when awards are given to minorities the amounts of the awards are significantly lower.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Data retrieved from Govnet. Table A13a (Employee Recognition and Awards). All distributed tables contain categories by Race/Ethnicity and Sex.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Inconsistent proper oversight of manager's use of Recognition and Awards system.

<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Recognition and Awards system must be consistently in sync with the mission and objectives of the agency's EEO program. Incorporate a diversity objective into manager's performance evaluation and or periodic activity reporting to agency head regarding Recognition Awards for minority employees.
<b>RESPONSIBLE OFFICIAL:</b>	Director OEODM and Director, OHR
<b>DATE OBJECTIVE INITIATED:</b>	January 17, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by January 2007.

---

<p style="text-align: center;">EEOC FORM 715-01 PART I</p> <p style="text-align: center;"><b>EEO Plan To Eliminate Identified Barrier</b></p>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Review data and plan for periodic reporting to agency head regarding Recognition Awards for minority employees.	January 2005
A comprehensive review of the Recognition and Awards system (before the awards are given) for the purpose of instituting corrective measures.	January 2007
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**  
**EEO Plan To Eliminate Identified Barrier**

FY <u>2004</u> [DHHS, National Institutes of Health]	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	EEO officials are not routinely part of vacancy projections, succession planning and selection for career development planning.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Regarding the assessment of conformity in personnel programs, policies and procedures, the Human Resources Director and EEO Director do not meet regularly.
<b>OBJECTIVE:</b>  State the alternative or revised agency	Establish a schedule for the assessment of personnel programs, policies and procedures involving the Human Resources Director and EEO Director.

policy, procedure or practice to be implemented to correct the undesired condition.	
<b>RESPONSIBLE OFFICIAL:</b>	Director, OEODM and Director OHR
<b>DATE OBJECTIVE INITIATED:</b>	January 17, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	The process to complete this objective will be ongoing. Results are anticipated by January 2006.

---

EEOC FORM 715-01 PART I  <b>EEO Plan To Eliminate Identified Barrier</b>
---

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Develop a routine schedule for the review of Merit Promotion Program Policy and Procedures.	January 2005
Develop a routine schedule for the review of Employee Recognition Awards Program and Procedures.	January 2005
Develop a routine schedule for the review of Employee Development and Training Programs.	January 2005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	



---

EEOC FORM  
715-01 PART J

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Special Program Plan for the Recruitment, Hiring, and Advancement of  
Individuals With Targeted Disabilities**

---

<b>PART I Department or Agency Information</b>	1. Agency	1. Department of Health and Human Services					
	1.a. 2 <sup>nd</sup> Level Component	1.a. National Institutes of Health					
	1.b. 3 <sup>rd</sup> Level or lower	1.b.					

<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	Beginning of FY 04.		End of FY 04.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	17,406	100.00%	16,995	100.00%	(411)	(2.4)
	Reportable Disability	911	5.2%	866	5.1%	(45)	(4.9)
	Targeted Disability*	199	1.1%	204	1.2%	5	2.5
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. <b>Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.					N/A	
	2. <b>Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.					5	

PART III Participation Rates In Agency Employment Programs									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4. Non-Competitive Promotions	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5. Employee Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.a. Grades 5 - 12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.b. Grades 13 - 14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5.c. Grade 15/SES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6. Employee Recognition and Awards	16,995	662	4%	204	1%	1,113	7%	15,016	88%
6.a. Time-Off Awards (Total hrs awarded)	677	23	3%	8	1%	26	4%	620	92%
6.b. Cash Awards (total \$\$\$ awarded)	13,779	541	4%	152	1%	889	6%	12,197	89%
6.c. Quality-Step Increase	1,442	51	4%	9	1%	62	4%	1,320	91%
EEOC FORM <b>715-01</b> Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b>  Identification and Elimination of Barriers	A review was made of data and information related to NIH recruitment, hiring, career development, promotion and retention of individuals with targeted disabilities. Though the rate of change was higher for individuals with targeted disabilities during FY 04 (4.5%) than the total work force (-2.7%), potential barriers were examined to maintain and improve progress. Objectives to address deficiencies are addressed in Parts H and I of this Annual Report. They include: monitoring of separations to determine causes; educational activities to inform supervisors of regulations for providing reasonable accommodations; greater utilization of special appointing authorities and affirmative recruitment and outreach activities to reach individuals with disabilities. Planned activities to address barriers are available in Part I.								
<b>Part V</b>  Goals for Targeted Disabilities	To maintain and increase individuals with targeted disabilities in the NIH workforce, Special Recruitment Plans will be promoted and continued where already in place. For example, continued active participation in the Federal Workforce Recruitment Program (WRP). NIH staff members have volunteered to participate in the WRP recruitment process as interviewers of potential candidates at various colleges and universities, over the past several years. During FY 04, NIH hired 8 WRP summer students, the most for any HHS OPDIV. Also, the placement of graduate students with disabilities in NIH scientific research positions through the Entry Point Program has been initiated in collaboration with the American Association for Advancement of Science. When vacancies are announced, information is disseminated to organizations and conferences that support and promote placement of individuals with disabilities, e.g. Gallaudet University, Vocational Rehabilitation Offices, IDEAS conference, College Career Placement Offices, University of Maryland Career								

	<p>Day for Students with Disabilities and the Marriott Bridges Program that supports students with disabilities in transitioning from school to work.</p> <p>In cooperation with HR, the NIH EEO staff will participate in informing persons with disabilities of opportunities available and provide ongoing training on subjects such as the use of special appointing authorities, reasonable accommodation requirements and resources such as the Computer Assisted Program (CAP), which is available at the NIH through an agreement between HHS and DOD. The NIH continues to support its Centralized Interpreting Services function, which includes centralized funding for interpreting requests.</p> <p>Through affirmative actions and efforts to reach the White House Initiative goals, NIH will strive to increase the total number of selections of individuals with targeted disabilities from 5 in FY 2004, to at least 7 in FY 2005. Strategies for collecting data requested for Part J, but are noted as not available, will be developed under guidance from HHS, so that more extensive tracking of individuals with disabilities can be accomplished during FY 2005.</p>
--	--